

**FIRE DEPARTMENT MECHANIC**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the repair and maintenance division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Fire Department Mechanics perform duties with some supervision, performing routine tasks independently, and performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs maintenance and repairs to gasoline engines which include the installation or replacement of gaskets. Performs maintenance and repairs to diesel engines, which may include adjusting or replacing scavenging-air compressors, governors, fuel spray nozzles and turbo chargers. Performs maintenance on or makes repairs to hydraulic equipment. Maintains and repairs fire apparatus fixtures including rotary gear, pumps, water towers and aerial ladders.

Maintains and makes repairs or adjustments to cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts such as fans, fan belts, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary. Maintains and makes repairs or adjustments to brake, drive train, emission and suspension systems. Installs necessary replacement parts to such systems including replacing drum, disc or power brakes, clutches, transmissions, mufflers, tires and wheel bearings.

Performs general maintenance tasks on departmental vehicles and fire apparatus such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, in order to assure peak performance. Repairs, adjusts or replaces accessories on automotive equipment such as windshield wipers, lights and flashers. Maintains or repairs automotive equipment using instruments such as hydrometers and voltmeters.

Inspects, maintains, tests, repairs and provides for proper storage of open-circuit and self-contained breathing apparatus. Refills, disinfects and conducts flow tests on self-contained breathing

apparatus after use. Inspects, maintains, repairs and performs service tests on nozzles, nozzle assemblies, fire hose and hose couplings. Cleans and maintains turn-out gear. Provides for the repair and maintenance of portable equipment and small power tools such as portable generators, pumps and power saws. Installs, maintains and repairs overhead doors. Recommends purchases, installs, repairs and replaces network, computer, printing and audio-video systems, including cables and wires. Builds, installs and repairs props used in training.

Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to ensure that repairs were effectively accomplished. Diagnoses mechanical problems using information received from fire department personnel and maintenance check lists. Reads service manuals, parts books, and any other written or internet-based material necessary to determine how to perform required repairs and maintenance duties. Performs required safety inspections on all department vehicles. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations.

Provides for the repair and maintenance of portable equipment and small power tools such as portable generators, pumps and power saws. Installs, maintains and repairs overhead doors. Provides for the maintenance of the station's plumbing and electrical systems. Builds, installs and repairs props used in employee training.

Responds to fire emergency calls when needed and assists with firefighting suppression duties. Makes repairs at the emergency scene when needed. Determines if firefighting apparatus involved in an accident is safe for continued use. Arranges for repairs and maintenance of facilities, equipment or operating systems, or assigns such to qualified department personnel. Locates and arranges for outside services for repairs that cannot be accomplished within the department. Transports, delivers, and picks up equipment for repair or maintenance. Inspects repairs completed by outside services to ensure work was effectively accomplished and equipment or vehicles are in proper working order. Road tests and conducts required safety inspections on all department vehicles.

Holds meetings with fire department personnel in order to receive reports or provide information related to maintenance projects. Provides on-the-job training for new employees in the completion of work orders and in technical areas of work. Monitors work pace and progress of assigned maintenance jobs to ensure timely completion. Participates in continued training and obtains appropriate professional certifications as required by departmental policies.

Assists superiors in writing specifications for new fire department equipment. Participates in the purchase of equipment and supplies, keeping such purchases within the established budget. Maintains

accurate inventory of division property, equipment and supplies. Organizes and stores inventory items in an orderly fashion to allow

ease of locating and retrieving such. Provides for sufficient inventory of supplies and equipment necessary to perform the work of the maintenance division.

Oversees the preparation and care of maintenance division records. Writes reports and personally completes all forms and records as required. Files records and reports, retrieving such from division files as needed. Keeps maintenance records on self-contained breathing apparatus.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must have at least five (5) years work experience in automotive and heavy truck repair.

-OR-

Must have at least two (2) years work experience in automotive and heavy truck repair and must also possess educational certification for course work completed in automotive and heavy truck repair.